

John Smith

Memorial Trust

Events and Administration Internship - London

The John Smith Memorial Trust is looking for an Events and Administration Intern to assist our Events Manager with our annual summer fellowship events.

The John Smith Memorial Trust runs a four week Fellowship Programme that enables young leaders from former Soviet Union countries to come to Britain to study good governance, democracy and social justice. Our Fellows are young people working in key leadership positions with an established interest in promoting democratic values. The 2011 Programme will take place in Edinburgh and London and starts on 9th June.

The position is based at our central London office. The Trust will hold several high profile events in June and July in London and Edinburgh. We are looking for an individual with lots of enthusiasm and energy to join our small busy team.

This position would suit a graduate looking to gain experience in a charity setting, with an interest in international politics/ affairs. The Intern will work on and attend several high profile events in Westminster in summer 2011 and get the chance to attend many of the programme seminars.

Availability and Terms

Applicants should be able to work for a minimum of 3 months, 3 - 5 days a week as agreed with the John Smith Memorial Trust. We welcome candidates who are available for some weekends in June and early July. A probationary period of 1 month must be completed. This is an unpaid position and lunch expenses and travel expenses within London will be provided.

The selected intern candidate will begin early April 2011.

Key Tasks:

- Conduct research and prepare a welcome pack for programme participants
- Events administration/organisation
- Raisers Edge database management
- Provide general assistance to the team as required

Person Specification:

- Graduate with interest in international politics and former Soviet Union
- Very well organised & pay meticulous attention to detail
- Ability to work under pressure and to tight deadlines

- Excellent communication and interpersonal skills
- Proficient with Microsoft Office, and database management (preferably Raisers Edge)
- Experience in an office/ customer service environment

Expenses -

The position is unpaid, though travel and lunch expenses will be paid during the period of the fellowship programme.

Apply -

To apply please email a CV (detailing previous work and study experiences) and cover letter on why you would like to work as Events and Administration Intern at the John Smith Memorial Trust to: internships@johnsmithtrust.org